CANON

FAX – L350

SIMPLIFIED

GUIDE

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TO REGISTER SENDER IDENTIFICATION

I. INPUT YOUR FAX NUMBER AND COMPANY NAME

1. Open panel cover

2. Press **DATA REGISTRATION**

3. Press **SET** to display "1. USER SETTINGS"

4. Press **SET** to display "1. DATE & TIME"

5. Press ∨ to display "2. UNIT TELEPHONE #"

6. Press **SET**

7. Enter your fax number

8. Press **SET** to display "3. UNIT NAME"

9. Press **SET**

10. Enter your company or personal name
Register the name by pressing the buttons on the numeric keypad

CODE NUMBERS FOR ALPHABETS AND SYMBOLS

NUMERIC KEY	ALPHABETS	NUMERIC KEY	ALPHABETS
2	A,B,C	6	M,N,O
3	D,E,F	7	P,Q,R,S
4	G,H,I	8	T,U,V
5	J,K,L	9	W,X,Y,Z
#	symbols		

Press > to enter next alphabet
Press **SPACE** to enter a space
Press * to enter a digit

11. Press **SET**

12. To end, press **STOP**

II SENDING A DOCUMENT

A. DIRECT / MANUAL SENDING

1. Place documents face down on the fax

2. Press **HOOK**

3. Enter fax number

4. Press **START/COPY**

N.B. The fax number dialed will not appear in the TX and activity report in the above method.

B. MEMORY SENDING

1. Place documents face down on the fax

2. Enter fax number

4. Press **START/COPY**

5. Take note of " TX / RX " number

C. ONE-TOUCH / CODED DIAL SENDING

1. Place documents face down on the fax

2. Press the appropriate one-touch key OR
   Press **CODED DIAL** and a two-digit code

3. Take note of " TX / RX " number

N.B. If direct sending is required, activate **HOOK** before step No. 2

TO STOP SENDING

A. During a **DIRECT TX** sending, press **STOP**

B./C. During a memory sending, press **STOP** then ***** to confirm

III TO STORE FAX NUMBERS

A. ONE-TOUCH SPEED DIAL (*01-KEY* TO *32-KEY*)

1. Open panel cover

2. Press **DATA REGISTRATION**

3. Press ∨ to display "**2. TEL REGISTRATION**"

4. Press **SET** twice

5. Press ∨ (if necessary) until an empty space appears

6. Press **SET** twice

7. Enter fax number

8. Press **SET** twice

9. Enter name
   Register the name by pressing the buttons on the numeric keypad

CODE NUMBERS FOR ALPHABETS AND SYMBOLS

NUMERIC KEY	ALPHABETS	NUMERIC KEY	ALPHABETS
2	A,B,C	6	M,N,O
3	D,E,F	7	P,Q,R,S
4	G,H,I	8	T,U,V
5	J,K,L	9	W,X,Y,Z
#	symbols		

Press > to enter next alphabet
Press **SPACE** to enter a space
Press ***** to enter a digit

10. Press **SET**

11. To continue, press **DATA REGISTRATION**

12. Repeat steps **No. 5** to **No. 10**

13. To end, press **STOP**

B. CODED SPEED DIAL (*00 TO *99)

1. Open panel cover
2. Press **DATA REGISTRATION**
3. Press ∨ to display "**2. TEL REGISTRATION**"
4. Press **SET**
5. Press ∨ to display "**2. CODED SPD DIAL**"
6. Press **SET**
7. Press ∨ (if necessary) until an empty space appears
8. Press **SET** twice
9. Enter fax number
10. Press **SET** twice
11. Enter name (refer to ***A.9.*** on III : TO STORE FAX NUMBERS)
12. Press **SET**
13. To continue, press **DATA REGISTRATION**
14. Repeat steps **No. 7** to **No. 12**
15. To end, press **STOP**

C. TO PROGRAM GROUP DIAL

1. Open panel cover
2. Press **DATA REGISTRATION**
3. Press ∨ to display "**2. TEL REGISTRATION**"
4. Press **SET**
5. Press ∨ to display "3**. GROUP DIAL**"
6. Press **SET**
7. Press ∨ (if necessary) until an empty space appears
8. Press **SET** twice
9. Close panel cover & press desired one-touch keys & / or the coded speed dial numbers
10. Press **SET** twice
11. Enter name for the above group dialer (refer to ***A.9.*** on III : TO STORE FAX NUMBERS)
12. Press **SET**
13. To continue, press **DATA REGISTRATION**
14. Repeat steps **No. 7** to **No. 12**
15. To end, press **STOP**

IV TO ERASE A SPEED DIAL

TO CANCEL A NUMBER IN THE ONE-TOUCH SPEED DIAL

1. Follow steps **A.1.** to **A.4.** (Refer to III : TO STORE FAX NUMBERS : ONE-TOUCH SPEED DIAL)
2. Close panel cover & press desired one-touch key
3. Press **SET** twice
4. Press **CLEAR**
5. Press **SET**
6. Press **STOP**

TO CANCEL A NUMBER IN THE CODED SPEED DIAL

1. Follow steps **B.1.** to **B.6.** (Refer to III : TO STORE FAX NUMBERS : CODED SPEED DIAL)
2. Press **CODED DIAL** followed by the relevant 3-digit code
3. Press **SET** twice
4. Press **CLEAR**
5. Press **SET**
6. Press **STOP**

TO CANCEL A GROUP DIALER

1. Follow steps **C.1.** to **C.6.** (Refer to III : TO STORE FAX NUMBERS : GROUP DIAL)
2. Close panel cover & press the desired group dialer using one-touch key OR **CODED DIAL** & the relevant two-digit code
3. Press **SET** twice
4. Press **CLEAR** for each of the speed dialers that are to be deleted
5. To confirm, press **SET**
6. Press **SET** again if the name of the group dialer remains unchanged
7. Press **STOP**

V SENDING TO MORE THAN ONE LOCATION

(SEQUENTIAL BROADCASTING)

A. USING ONE-TOUCH / CODED SPEED DIAL

1. Place documents face down on the fax
2. Press all the relevant one-touch / coded-dial numbers one right after another
3. If there is one more destination to be dialed manually, enter the number using the numeric 10-key pad
4. Press **START/COPY**
5. Take note of " TX / RX " number

N.B. Please check on the ***MULTI TRANSACTION REPORT*** which will be generated out after the broadcast is completed to ensure that the broadcast is successful.

VI TO SEND DOCUMENTS AT A LATER TIME

(DELAYED TRANSMISSION)

1. Open panel cover
2. Press **DELAYED TRANSMISSION**
3. Enter the desired time (time set must be within 24 hours from the time on the display)
4. Press **SET**
5. Enter the fax number
6. Press **START/COPY**
7. Place documents face down on the machine
8. Take note of " TX / RX " number

Machine will now scan documents into the memory.

VII WHEN THE FAX DISPLAYS "RECEIVED IN MEMORY"

Display screen flashes message "**RECEIVED IN MEMORY**" repeatedly.

1. Refill paper supply or replace toner cartridge
2. Press **START/COPY**

Machine will start to print the received documents from the memory.

VIII RE-SENDING

IF No.VII ABOVE METHOD IS NOT POSSIBLE, EACH DOCUMENT RECEIVED IN THE MEMORY CAN BE RE-SENT INDIVIDUALLY TO ANOTHER DESTINATION FOR PRINTING

1. Open panel cover
2. Press **MEMORY REFERENCE**
3. Press ∨ to display "**3. RESEND DOCUMENT**"
4. Press **SET**
5. Press ∨ if necessary to select a new "**TX/RX No**." (must be greater than 5000)
6. Press **SET** to display "**SELECT LOCATIONS**"
7. Dial the fax number
8. Press **SET** twice

Machine will now start to send the document.

IX TO PRINT REPORTS AND LISTINGS

A. SPEED DIAL LIST

1. Open panel cover
2. Press **REPORT**
3. Press ∨ to display "**2. SPEED DIAL LIST**"
4. Press **SET**
5. Press ∨ to search for desired list

   i.e. "1. 1-TOUCH LIST", "2. CODED DIAL LIST" or

   "3.GROUP DIAL LIST"
6. Press **SET** twice

B. TO PRINT A LIST OF PREVIOUS 20 TRANSACTIONS

1. Open panel cover
2. Press **REPORT**
3. Press **SET**

C. TO PRINT DOCUMENT MEMORY LIST

To check the list of documents currently stored in the memory

1. Open panel cover
2. Press **REPORT**
3. Press ∨ to select "**4.DOC MEMORY LIST**"
4. Press **SET**

X MAKING COPIES

1. Place documents face down on the fax

2. Press **START/COPY**

3. Enter the number of copies required

4. Press **START/COPY** again to start copying
   To cancel the printing, press **STOP**

XI TRANSMISSION REPORT

To set up Transmission (TX) Report For Every Document Sent Out

1. Open panel cover
2. Press **DATA REGISTRATION**
3. Press **SET**
4. Press ∨ to display "**2.REPORT SETTINGS**"
5. Press **SET** twice
6. Press ∨ to select "**OUTPUT YES**"
7. Press **SET**

XII ERASING A TRANSMIT DOCUMENT FROM THE MEMORY

1. Press **MEMORY REFERENCE**
2. Press ∨ to select "4.**DELETE DOCUMENT**"
3. Press **SET**
4. Press ∨ to display the desired TX/RX number
5. Press **SET**
6. Press ***** to confirm deletion
7. Press **STOP**